

**CITY OF HAYWARD  
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

**Thursday, June 10, 2004, 5:30 p.m.**

**Hayward City Hall  
777 B Street  
Conference Room 2A**

**AGENDA**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS** *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

**APPROVAL OF MINUTES**

1. Approval of minutes for meeting of May 13, 2004 (Action)

**REPORTS**

2. City Council Liaison (Information)

**NEW BUSINESS**

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Associate Civil Engineer, (2002)
  - b) Crime Scene Technician, (2003)
  - c) Library Page, (2003)
4. Extension of Eligible Registers, (Action)
  - a) Police Lieutenant, (1<sup>st</sup> extension, 6 months)
  - b) Police Sergeant, (1<sup>st</sup> extension, 6 months)

Beth Perrin-Scales  
Human Resources Director

CITY OF HAYWARD  
**PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**  
777 "B" Street  
Hayward, California 94541-5007

**MINUTES**

**May 13, 2004**

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:30 p.m., on Thursday, May 13, 2004** in conference room 2A, City Hall, 777 B Street, Hayward by Chairperson Kathleen Booth. Pledge of Allegiance was led by Commissioner Carol Johnson.

**VISITORS**

None

**HUMAN RESOURCES DEPARTMENT STAFF**

Beth Perrin-Scales, Human Resources Director

Robert Macias, Senior Human Resources Analyst, Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

**CITY COUNCIL**

Olden Henson, absent

**ABSENT**

Commissioner Latricia Earley

Attendance	Present This Meeting	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>	
		Present to Date This Fiscal	Absent to Date This Fiscal	Present to Date This Fiscal	Absent to Date This Fiscal
		Yr.	Yr.	Yr.	Yr.
Kathleen Booth (chair)*	X	7	0	1	0
Freddye M. Davis	X	7	0	1	0
Joyce Dobro (vice-chair)*	X	5	2	1	0
Latricia Earley	0	6	1	1	0
Carol Johnson	X	7	0	1	0
Johnnie Lacy	X	6	1	1	0
Wade Owen Winblad	X	7	0	1	0

X = present

0 = absent

\*Appointed July 1999

**PUBLIC COMMENTS**

Chairperson Booth extended an apology to fellow commissioners for not sending a letter to the City Manager requesting community involvement in the Chief of Police selection process. She also reminded fellow commissioners that the Brown Act prohibits discussion on any item not listed on the agenda. Finally, she encouraged others to consider the Chairperson role.

Commissioner Davis complimented Chairperson Booth on her work and contribution to this commission and encouraged her to stay on as Chairperson. Commissioner Davis provided a report on the tremendous success of the Brown versus The Board of Education 50<sup>th</sup> Anniversary celebration event on May 9<sup>th</sup> at Chabot College. It was so well attended that they stopped counting adults at two-hundred. Finally, Commissioner Davis commented on Human Resources Director Beth Perrin-Scales pending retirement and wished her well.

Mr. Macias announced the Hispanic Community Affairs Council 22<sup>nd</sup> Annual Scholarship Luncheon tomorrow at the Newark Hilton. The HCAC is awarding 80 to 90 scholarships in the amounts of \$500 for students attending community colleges and \$1000 for students attending four-year colleges. To date, they have donated over \$750,000 in scholarship money.

### **APPROVAL OF MINUTES**

1. Approval of Minutes for the regular meeting of April 8, 2004; (Action)  
  
Moved to approve Minutes; (Winblad/Dobro); (5-0-0)

### **REPORTS**

2. City Council Liaison, Olden Henson, (Information)  
Council Member Henson was absent.

### **NEW BUSINESS**

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Laborer, (2002)
  - b) Police Identification Specialist, (2001)  
Moved to approve New Eligible Registers: (Johnson/Winblad); (5-0-0)
4. Adoption of Class Specification, (Action)
  - a) Electrician I/II, (revision)  
Moved for adoption of revised class specification with corrections; (Johnson/Winblad); (5-0-0)

There being no further business, the meeting was adjourned at 6:06 p.m.

The next regularly held meeting will be Thursday, June 10, 2004 at 5:30 p.m. in conference room 2A, 2<sup>nd</sup> floor of Hayward City Hall.